

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5000

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Safety Letter of Instruction (LOI) 385-1

This Letter of Instruction replaces Supplement 1 to 52d Group Operating Instruction 385-1 dated 23 February 1998, which is rescinded.

1. REFERENCE: AR 385-10, FORSCOM REG 385-1, and DA PAM 385-1.
2. PURPOSE: Establish additional policies and procedures for implementation of the Army Safety Program at the unit level.
3. SCOPE: This Letter of Instruction (LOI) is directive in nature and is applicable to all personnel assigned or attached for duty with the 79th Ordnance Battalion (EOD) and it's subordinate units.
4. GENERAL: Commanders will implement the Army Safety Program within their units IAW AR 385-10, with day to day assistance from their local safety offices and this LOI.
5. REPORTS REQUIRED: Accident Report within 24 hrs of accident/injury.
6. RESPONSIBILITIES:
 - a. Company Commander:
 - (1) The Company Commander is the Unit Safety Officer and responsible for all aspects of unit safety.
 - (2) Responsible for the integration of safety during planning for all unit missions and establishing a written safety policy.

AFOD-B

SUBJECT: Safety Letter of Instruction (LOI) 385-1

(3) Initial assessment of the unit's safety program and elimination of unnecessary hazards and the prevention of unsafe situations.

(4) Complete installation Unit Safety Officers Course or correspondence course. If not available, contact battalion S-3 to coordinate for enrollment on another installation.

b. Company First Sergeant:

(1) The Company First Sergeant is the Unit Safety NCO and responsible for enforcing the Army Safety Program and the safety policies of his commander.

(2) Responsible for teaching and instilling safety as a integral part of planning for training and mission accomplishment down to team level.

7. REQUIREMENTS:

a. Safety Orientation. Newly assigned personnel will receive a safety orientation briefing by the Safety Officer (Safety NCO in the absence of the Safety Officer) to include major safety hazards within the unit area within one week of arrival in the unit.

b. Accidents will be investigated and reported IAW AR 385-40 and instructions provided on DA Form 285. The unit safety Standard Operating Procedure (SOP) will standardize reporting of On-The-Job injuries/accidents to include notification to this headquarters. Initial reports will be forwarded to this headquarters within 24 hours of the injury/accident.

c. Safety Inspections. The unit Safety Officer or NCO will make unannounced safety inspections of all unit facilities at least quarterly. DA Pam 385-1, Appendix G, will be used as a guide in developing the safety inspection checklist. A written record of these inspections will be kept on file in the unit.

d. Seasonal/Holiday Safety Briefings. The unit safety officer/NCO will conduct safety awareness briefings for all unit personnel prior to seasonal changes in weather, major operations, and immediately prior to releasing personnel for holiday breaks. Safety briefings will be documented on the unit training schedule and a file maintained as to who received the briefings.

e. Hearing Protection Program. Commanders will implement a Hearing Protection Program IAW AR 40-5, paragraph 5-13. The Safety Officer/NCO will ensure all personnel are fitted with

AFOD-B

SUBJECT: Safety Letter of Instruction (LOI) 385-1

hearing protection and annual hearing education classes are presented to all personnel.

f. Safety Clothing and Equipment. AR 385-32 authorizes the purchase and maintenance of specialized clothing and equipment for the protection of personnel in the performance of their assigned duties. Commanders will ensure adequate protective clothing and equipment is available for all personnel to safely conduct and accomplish their assigned missions.

g. The following areas will be specifically addressed in unit safety SOPs:

- (1) Office/administrative area safety.
- (2) Water Safety.
- (3) Handling, storage and transportation of flammable liquids.
- (4) Tools and equipment; jack stands; jacks; winches; high output RF equipment.
- (5) X-Ray handling, operations, storage; film badge accountability, use and storage.
- (6) Fire Extinguishers.
- (7) Storage and use of decontaminates.
- (8) Explosives Safety.
- (9) Driver Safety.
- (10) Weapons Safety.
- (11) Risk Assessments

h. Safety Awards Program. Commanders will implement a Safety Awards Program for their units.

i. Explosives/Ammunition. No item of ammunition, ammunition component or explosives will be inerted. US Army EOD units are not authorized to inert munitions or components. Requests to conduct inerting operations will be forwarded through this headquarters to Commander, 52nd Ordnance Group (EOD) for approval. Requests must include the reason why the inerting operation must be conducted, a detailed SOP covering the proposed

AFOD-B

SUBJECT: Safety Letter of Instruction (LOI) 385-1

operation, a risk assessment and the names of the individuals to conduct the operation.

j. Explosives Safety. All EOD operations will conform to procedures outlined in applicable technical manuals covering specific explosive items/operations. Unless otherwise specified, destruction of ammunition and explosives will be IAW TM 9-1375-213-12, TM 9-1300-206 and TM 60A-1-1-31. During explosive operations, personnel on site will be kept at a minimum distance consistent with operational needs of the actual operation being conducted. Needlessly exposing personnel to explosive hazards or taking unjustified risks is unacceptable and will not be tolerated. The use of live explosives, chemical compounds or pyrotechnic materials in the construction of training aids or improvised explosive devices (IED's) is strictly prohibited. Explosive/pyrotechnic materials will not be used in a class room presentation without the express written authorization of the Commander, 52nd Ordnance Group (EOD). Requests for classes that require the use of explosives/pyrotechnics must have a safety SOP and risk assessment included in the basic request. Only government vehicles will be used to transport explosive materials.

k. Risk Assessments. Written risk assessments will be prepared for all planned training events and operations such as ARTEPS, FTXs, range clearance operations, etc. Risk assessments will be kept on file and are inspectable items during Command Inspections (CI). Team leaders will conduct mental/verbal risk assessments in emergency situations with the personnel involved in the operation. Risk assessments will identify the risks, assess the risks, communicate risk decisions and develop controls, show how controls will be implemented and how supervision will be accomplished. All risk assessments will be graded as to overall risk of operation. Company commanders must request approval from the battalion commander for missions/events that are overall rated as a high risk.

8. Efficient and Effective!

PATRICK J. KELLY
LTC, OD
Commanding

DISTRIBUTION:

A